

TOWN OF WEBSTER
Office of Selectmen
945 Battle Street/Rte. 127
Webster, NH 03303

Webster Board of Selectmen's Meeting – December 14, 2009

7:02 P.M. Present: Chairman Thomas Mullins, Selectman Klumb and Selectman George Hashem.

The Board signed the payroll and check manifests.

7:04 P.M. Officer-in-Charge Don Gross requested a non-public session, to include Richard LaValley, pursuant to RSA 91-A:3 II (b) to discuss personnel issues and hiring; seconded by Selectman Hashem. Roll call: Chairman Mullins – yes; Selectman Klumb – yes and Selectman Hashem – yes. Mrs. Jones was requested to attend.

7:22 P.M. Chairman Mullins reconvened the meeting. He advised that the Board discussed personnel issues and signed a "Conditional Offer of Employment" for full-time employment with Officer LaValley. Mr. Gross advised that Mr. LaValley has accepted not only as a part-time officer but as full-time officer and is expected to commence full-time work by the second week in January. This offer is made because there are some conditions to be met for the part-time and when that is completed there will be a second agreement for the full-time position. Mr. LaValley needed the signed agreement to present to his current employer prior to resigning his position. Mr. Gross was excited for the Town and felt that Mr. LaValley would be a great asset for the Town and again stated that Mr. LaValley should be full-time by the second week in January. In the meantime Mr. LaValley will be doing his part-time work and training with Lieutenant Phil Mitchell. He then extended his congratulations to Mr. LaValley, followed by a round of applause from the audience. Mr. Gross will be talking about the budget later this evening.

The Board signed the following for Administrative Assistant Judith Jones:

- Selectman Klumb made a motion to accept the Selectmen's Minutes of November 30, 2009 as written; seconded by Selectman Hashem and approved. Selectman Hashem made a motion to accept the Selectmen's non-public session 1 Minutes, of November 30, 2009 as written; seconded by Selectman Klumb and approved. Selectman Hashem made a motion to accept the minutes of the Selectmen's non-public session 2 Minutes of November 30, 2009 as written; seconded by Selectman Klumb. and approved;
- A leave slip for vacation and sick leave for Mrs. Jones;
- PO #25 for the Town Hall to Mainstay Computers for moving & setting up the Tax Collector's computer in an amount not to exceed \$600;
- PO #26 for the Highway Department to E.W. Sleeper for a jack assembly in the amount of \$268.80;
- PO #27 for the Highway Department to Howard P. Fairfield, LLC for a wing arm bracket in the amount of \$299.15;
- PO #28 for the Town Hall to R.T. Lake, Inc. to have the Town Hall Septic System pumped in the amount of \$460;
- As there were two estimates for the electrical work at the Town Hall, Selectman Klumb made a motion to award the electrical needs to install a CAT 5e cable from the server to the new Tax Collectors office to Yestramski Electrical Services, Inc. and sign PO #29 in the amount of \$280; seconded by Selectman Hashem and approved;
- Selectman Klumb made a motion to award the proposed servicing of the generator to Yestramski Electrical Services, Inc.; seconded by Selectman Hashem and approved. The Board then signed PO #30 for the Town Hall to Yestramski Electrical Services, Inc for the yearly major PM service to Generator in the amount of \$505;
- PO #32 for the Police Department to Neptune Uniforms & Equipment, Inc. for uniforms in the amount of \$2,420; and
- Two appointment sheets to be effective January 1, 2010: Karen King as Tax Collector until March 9, 2010 and Colin Colby as Fire Chief.

7:30 P.M. Chairman Mullins opened the Public Hearing pursuant to RSA 674:57 and read "by resolution of the Webster Board of Selectmen, all lands designated as special flood hazard areas by the Federal Emergency Management Agency (FEMA) in its 'Flood Insurance Study for the County of Merrimack, NH' dated April 19, 2010, or as amended, together with the associated Flood Insurance Rate Maps dated April 19, 2010, or as amended are declared to be part of the Town of Webster, New Hampshire Zoning Ordinance and hereby incorporated by reference". He then opened comments to the public. Resident George Cummings questioned the differences between the old and the new maps. The maps are available to the public should anyone want to review them. There were several comments made as to what portions of the Pillsbury Lake District and Deer Meadow Brook

were in or not in the flood area. There being no further comments Chairman Mullins closed the public hearing to the public and opened it to the Board. Selectman Klumb made a motion to adopt by resolution as read by Chairman Mullins above regarding the FEMA Flood Maps; seconded by Selectman Hashem and approved.

Financial Administrator Wendy Pinkham attended a seminar at the Local Government Center this morning regarding workmen's Comp. She advised that as of January 1, 2010 LGC has contracted with Corval, a national run company, to process the workmen's comp claims as opposed to processing the claims in-house.

Mrs. Jones and Mrs. Pinkham will attend a Warrant Article & Budget Form Workshop at the Department of Revenue in Concord on Wednesday, January 13, 2010 from 9 AM to 1 PM.

Mrs. Pinkham requested that the office be posted as closed on Thursday, December 24th as the office is closed to the public anyway, to which the Board approved.

Lieutenant Mitchell presented the Police Department's semi-monthly report. Also, he had e-mailed the Board asking for their support regarding joining the Concord Regional Crime Line, to which the Board agreed. Lt. Mitchell advised that signs will be posted locally, with Road Agent Emmett Bean offering to help erect any needed signs. Local businesses donate to the cause and Lt. Mitchell will be looking for a few volunteers.

Lt. Mitchell asked for clarification on the Work Hour Policy for the Police Department to be sure that the Board did not have an issue with two officers working at the same time while training Officer LaValley. The Board had no issue.

Fire Chief Adam Pouliot stated that there were 120 calls for the year to date, down slightly from last year. The ambulance inspection was done for licensing, with a few deficiencies found. The necessary items have been ordered, at an approximate cost of \$150, to rectify the problems and he expects that the license will be issued by the end of the year.

7:51 P.M. Road Agent Emmett Bean requested a non-public session to discuss his contract. Selectman Klumb made a motion to go into non-public session pursuant to RSA 91-A:3 II (a) to discuss the contract; seconded by Selectman Hashem. Roll call: Chairman Mullins – yes; Selectman Klumb – yes and Selectman Hashem – yes.

8:07 P.M. Chairman Mullins reconvened the meeting. He advised that they discussed contract issues with the Road Agent and voted to seal the minutes.

The Board reviewed the proposed amendments to the Personnel Policy regarding Vacation time. This particularly affects how much vacation time may be accrued between employee anniversary dates and if vacation time is not used any time in excess of the accrued limit would be lost to the employee. Selectman Hashem advised that those employees with time accrued under the old policy would not lose any of their time, but when and if vacation time was taken, the employee would not be allowed to again accrue time in excess of the new policy if adopted. This time will be tracked in hours, not days, as not all the employees work the same number of hours per day and time is accrued based on the routine hours worked. Chief Pouliot believed that vacation time could not be lost and must be paid when earned, further explaining how his employer deals with accrued benefits upon retirement. Lt. Mitchell said that the amendment may be illegal. Chairman Mullins said that the Local Government Center would be contacted for advice. The Board will review the proposed amendments on December 28, 2009.

The Board will consider Dot Haskins' request to again help with the cost of the Town Hall dumpster during the budget process. The Town paid one half of the cost in 2008.

Selectman Klumb made a motion to hire David Kimball, at a rate of \$11 per hour, to do the necessary shoveling at the Town Hall facility; seconded by Selectman Hashem and approved.

The Board was advised that the Department of Revenue sent a reminder that they want the draft warrant articles to them two weeks prior to the posting of the public hearing of the 2010 Warrant and Budget, which must be at least 25 days prior to the Town Meeting. As we are proposing the public hearing for February 9, 2010, this would mean sending the draft warrant to them by January 17, 2010.

Resident Bruce Johnson inquired as to the progress regarding combining emergency services with abutting towns. Chief Pouliot advised that all abutting towns had been sent letters of inquiry to see if there was any interest in combining emergency services. The Town of Salisbury was the only town to respond to the letter, advising that they will look into the request and respond. No response has been received to date.

Officer-in-Charge Mr. Gross presented the proposed 2010 Police Department budget. He is proposing two full-time officers and part-time officer(s) as well as a part-time chief. Chairman Mullins indicated that it appeared that there would be more “street time” done by the officers, to which Mr. Gross agreed. Mrs. Pinkham questioned and discussed the Witness remuneration line item with Lt. Mitchell explaining about the reimbursement process. Officer Gross is doing research on this issue. He noted that he didn't feel there would be any problems regarding court appearance by a Webster Officer as the two officers would work well together. Mr. Gross said that he approached the proposed 2010 budget by starting with the proposed 2009 budget, before the Town Meeting cuts, and reduced that number by 10%. He adjusted the pay because it was too low and not competitive. He has put a lot of effort into the full-time and part-time budget to make this budget work. Training an officer is costly and by paying the full-time officers more it encourages them to stay. A part-time Chief to work 20 hours per week is being proposed, which is a savings in benefits. Mr. Gross did not propose anything for Capital Reserves at this time, other than recommending that the Police Cruiser Capital Reserve have the \$13,500 normally added each year towards the purchase of a future cruiser. A new cruiser is needed in 2010. Lt. Mitchell recommended that the Police Vehicle Maintenance Expendable Trust Fund be kept at the original level of \$5,000 by replenishing funds at the annual meeting to cover equal those used during the year. Mr. Gross is working on an alternative solution for the Departments to address the computer needs, with Chairman Mullins saying that maintenance has been high. Mr. Gross noted that dispatch costs were up, and would continue to increase annually. He has a contract that needs to be signed by the Board. He advised that the Country Attorney has sent an agreement and explained what their increase would be. This too will continue to increase in costs.

Other budget information was discussed as follows:

- Mrs. Pinkham advised that a new line for \$600 will be added for the Tax Collector to cover the phone costs. The former Tax Collector had never billed the Town for phone service;
- Mrs. Pinkham advised that Parks & Rec. Youth Sports was up to \$1,800 from \$1,000 because of the portable toilet, which was paid by the Webster Youth Sports last year, however they will continue to pay for the electricity;
- Chairman Mullins noted that the Board would have more information in a few weeks regarding the needs for the legal line;
- When discussing the propane increase for the Public Safety Building, Mrs. Pinkham explained that the pre-paid amount of 20% of the contracted gallons to Rymes for propane, which they keep until the end of May, are not being applying to our current bills; and
- The Public Safety Building maintenance line is increased. Lt. Mitchell explained that there were some items that need to be done that had been deferred.

Chairman Mullins recommended that Chief Pouliot propose a figure to start a Fire Department Expendable Trust to cover such items as pumps, motor, cascade system, etc. should they go unexpectedly. A warrant article will be drafted with Chief Pouliot to provide a recommended amount. It is expected that this will take several years to build up an adequate fund. He will also work on a five year project projection and cost regarding the Public Safety Building for future budgeting purposes. This has been done for the Town Hall and the Police Department is working on a projection as well.

The Board discussed the carpet needs for the Town Hall. After discussion, it was decided to add to the Town Hall Capital Reserve Fund, with Selectman Hashem recommending \$20,000. There will be no Capital Outlay items on the Warrant such as the carpet. It is expected that the roof will need replacing next year at a projected cost of \$45,000.

Mrs. Pinkham will make the recommended revisions to the budget for review.

Resident Mike Greenwood explained his experience with Personnel Policies and benefits. Chairman Mullins again said that we would check with the Local Government Center as Municipal Government is often different. Mr. Greenwood also recommended covering any frayed portion of the carpet with rubber strips to eliminate any safety hazards.

9:08 P.M. Selectmen Hashem made a motion to adjourn; seconded by Selectman Klumb and approved.

Thomas S. Mullins-Chairman
BOS/jj

David E. Klumb

George K. Hashem